

**BUDGET ANALYST**  
**GS-0560-12**

**I. INTRODUCTION**

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). At the full performance level, the incumbent performs a specified portion or portions of the full range of budget analysis assignments.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

Performs a variety of budget analysis functions in assigned areas. Work may be performed in any segment of the normal range of budget administration work performed by the organization including budget formulation, budget presentation-enactment, or budget execution.

Duties typically performed include the following: assisting in the preparation of budget estimates and justifications; interpreting OMB directives and circulars; providing information and advice to program managers; reviewing and editing ETA and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; negotiating budget funding amounts, timing, and changes with program managers; monitoring budget; recommending reprogramming of funds as needed.

**III. FACTOR LEVELS**

Factor 1 - Knowledge Required by the Position	FL 1-7	1250 pts.
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Comprehensive knowledge of ETA, DOL, and Federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.

Detailed knowledge of assigned organization and programs to analyze and evaluate the effects of continuing changes in program plans and funding on the accomplishment of the organization's budget and program goals and objectives.

Skill in the identification, analysis, and resolution of a range of budgetary problems to develop alternative solutions involving the resolution of conflicting goals and objectives.

Knowledge of accounting systems in order to locate and analyze data and prepare reports for substantive programs.

Factor 2 - Supervisory Controls	FL 2-4	450 pts.
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Independently plans, schedules, coordinates, carries out, and evaluates the work. Completed work is reviewed for effectiveness in meeting budgetary and program objectives and deadlines and consistency

of budgetary actions and recommendations. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-4

450 pts.

Guidelines regularly used include broad budgetary guidance such as ETA, DOL, and OMB directives, regulations, legislation, broad program goals and objectives. The incumbent exercises a high degree of initiative and judgment in interpreting, applying, and developing new guidelines and principles to the administration of assigned budgetary functions. The incumbent recommends changes to agency budget policies and/or legislation affecting program funding.

Factor 4. Complexity

FL 4-4

225 pts.

The work involves complex and varied duties in the budget process including: preparing detailed budget estimates, justifications and budget execution plans based on strategic and performance plans; compiling cost figures; computing and justify inflationary, uncontrollable increases; monitoring the rates of obligations and expenditure of funds; filling out a variety of unrelated budget forms, documents, and reports; providing advice and recommendations to managers; relating financial information to program policy objectives and agency's performance results; writing and explaining agency budget preparation instructions.

Assignments are of more than average difficulty and involve the consideration of legal and regulatory constraints, methods for obtaining and distributing funds, proposed uses of requested funds, cyclical time frames and deadlines, and alternative means of accomplishing budgetary and program objectives. Work often involves making decisions and recommendations concerning the technical treatment of budgetary data under conditions of high uncertainty and time pressure.

Factor 5 - Scope and Effect

FL 5-4

225 pts.

The purpose of the work is to support assigned programs in the long-range management of financial resources. This involves planning for the acquisition and use of funds, assisting organizations in understanding and following budgetary guidance, ensuring compliance of budgetary operations with ETA and Departmental policy. Decisions made concerning the technical treatment of budget estimates support the timely achievement of the budgetary and program goals of the Department.

Factor 6 - Personal Contacts

FL 6-3

60 pts.

Contacts are with program managers, top officials of the organization, and such individuals from outside the organization who represent the budget and program interests of other Federal agencies, contractors, and private sector entities. Contacts normally take place at formal budget briefings, or negotiations.

Factor 7 - Purpose of Contacts

FL 7-3

120 pts.

Contacts are made to persuade managers and officials with differing goals and objectives to accept and approve recommended funding requests, budgetary actions, and estimates. Contacts are also made to resolve budgetary issues and problems and to brief officials of the current status of agency programs. Contacts with persons outside ETA are to exchange information and to obtain data needed to compile, monitor, or adjust the organization's budget. Actively participates in reviews of the budget on behalf of ETA's program and budgetary policies.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work is normally performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 2790 pts.

#### IV. UNIQUE POSITION REQUIREMENTS